



## JOB DESCRIPTION

<b>Job Title</b>	Senior Accountant
<b>Department</b>	Business Services
<b>Reports To</b>	Finance Manager
<b>Classification</b>	Non-Affiliated
<b>Location</b>	Administration Building
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Senior Accountant, under the direction of the Finance Manager, implements the District's accounting systems and data processing system necessary to meet required financial and fixed asset management. Objectives of this position include, but are not limited to, maintaining the accounting system in accordance with General Accepted Accounting Principles (GAAP), assisting in implementation of accounting and internal auditing control procedures for the District, ensuring the District's financial activities are compliant with all applicable regulations, and other varied functions.

## Essential Job Functions

- Train, mentor, and oversee accounts receivable, accounts payable, and cash receipt transactions for accuracy/internal control before posting to general ledger.
- Process and monitor cash and investment portfolio to meet cash needs and optimize earnings.
- Organize and oversee annual audit and prepare draft of annual financial statements.
- Assist with implementation and training of staff in business services software and/or change in processes ensuring compliance with district guidelines and federal and state rules and regulations.
- Explain and justify financial policies and procedures and coordinate compliance with departments and schools.
- Prepare posting adjustments.
- Oversee and reconcile all donation/fundraising accounts throughout the fiscal year.
- Review and reconcile balance sheet accounts.
- Perform year end reconciliations.
- Record and/or process wire payments and/or Automated Clearing House (ACH).
- Oversee custodial student organization accounts to ensure proper oversight.
- Maintain fixed asset schedule, Other Post-Employment Benefits (OPEB) stipend schedule, and other accounting related schedules.
- Maintain a thorough understanding of finance software, troubleshooting and enhancements.
- Assists with planning and testing of system modifications, and upgrades.

- Keep up to date on all compliance, accounting, and other financial matters.
- Perform internal audits and works with staff to ensure improvements are in compliance with District and regulatory guidelines.
- Prepares or assists with federal and state reports.
- Oversees collection of accounts receivables.
- Reconcile tax levy information to ensure that all taxes due are received.
- Prepare revenue budget.
- Prepare and file 1099-MISC and 1099-NEC forms.
- Process and report unclaimed property.
- Assists with leadership responsibility of the Finance Manager in the absence of the Finance Manager.

#### **Ancillary Job Functions**

- Perform other duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s Degree in accounting or a related field.
- Three or more years of audit or accounting experience.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Five or more years of school district audit experience
- Certified Public Accountant (CPA) License.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Proficient in Microsoft Office Suite.
- Strong organization and planning skills.
- Understanding of Wisconsin Uniform Financial Accounting Requirements (WUFAR) and other DPI guidelines.
- Effective communication skills.
- Strong analytical skills.
- Strong ability to develop process automation.
- Knowledgeable in risk and compliance.
- Strong understanding of Generally Accepted Accounting Practices (GAAP).
- Strong understanding of Governmental Accounting Standards Board (GASB) reporting.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.